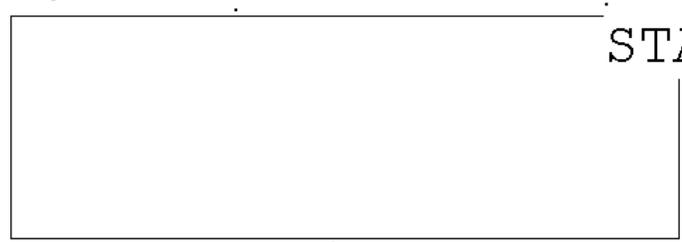


Hay

Per our

conversations

on 5 November



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5 November 1979

MEMORANDUM FOR THE RECORD

FROM :
Chief, Information Technology Branch

SUBJECT: Input to ARCINS and DARE

1. Since assuming responsibility for ITB in June 1979, I have attempted to bring some simulance of order to the data input for RAMS, ARCINS and DARE.

2. One of the management techniques I have employed is scheduling. I have charged Arlene with scheduling one week in advance all overtime employees inputting ARCINS data. This is to obtain the maximum use of the people who volunteer to work on this project and at the same time fully utilize the computer terminals available to ITB.

3. Additionally I have tried to include the CRD people who work overtime in this schedule. Again the purpose is to get the maximum use of the people and terminals. The first objective obviously for the CRD people was to keep DARE current and then to let them work additional overtime on ARCINS at their discretion within the constraints of an overall schedule.

4. There has been some apparent resentment to the schedule, also there continues to be some confusion that I cannot clear up.

5. Effective immediately, ITB will no longer include the CRD people in the overtime schedule. We will not use the terminal in Key Building for ARCINS. CRD will input DARE and ITB will input ARCINS.



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